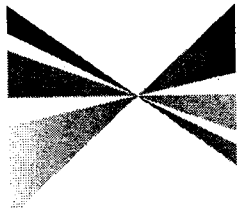


SOUTHERN CALIFORNIA



ASSOCIATION of
GOVERNMENTS

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Orange County Transportation Authority: Lou
Correa, County of Orange

Riverside County Transportation Commission:
Robin Lowe, Hemet

Ventura County Transportation Commission:
Keith Millhouse, Moorpark

MEETING OF THE

ADMINISTRATION COMMITTEE

Please Note New Meeting Time

Monday, November 3, 2005

9:00 a.m. – 9:45 a.m.

SCAG Offices

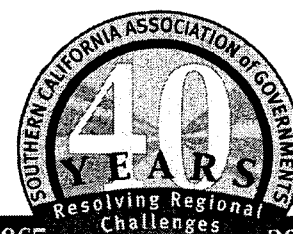
**818 West 7th Street, 12th Floor
San Bernardino Conference Room
Los Angeles, CA 90017
213.236.1800**

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Lisa Taylor at 213.236.1891 or taylorl@scag.ca.gov

Agendas and Minutes for the Administration Committee are also available at:

www.scag.ca.gov/committees/ac.htm

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.



1965

2005

ADMINISTRATION COMMITTEE

AGENDA

	PAGE #	TIME
<i>"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."</i>		
1.0 <u>CALL TO ORDER & PLEDGE OF ALLEGIANCE</u>	Councilmember, Sid Tyler	
2.0 <u>PUBLIC COMMENT PERIOD</u> Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.		
3.0 <u>REVIEW and PRIORITIZE AGENDA ITEMS</u>		
4.0 <u>CONSENT CALENDAR</u>		
4.1 <u>Approval Item</u>		
4.1.1 <u>Approve Minutes of October 10, 2005 Attachment</u>	85	
4.1.2 <u>Approve CALCOG Funding Split Adjustment RC Attachment</u>	09	
4.1.3 <u>Approval of Letter of Support for Environmental Justice Grant Application RC Attachment</u>	10	
4.1.4 <u>Sponsorship Approval Faster Freight Cleaner Air 2006 and National Urban Freight Conference RC Attachment</u>	11	
4.2 <u>Receive and File</u>		
4.2.1 <u>Purchase Orders/ Contracts \$5,000 to \$250,000 RC Attachment</u>	21	



ADMINISTRATION COMMITTEE

AGENDA

- | | | | <i>PAGE #</i> | <i>TIME</i> |
|--|--|------------------------------------|---------------|-------------|
| 5.0 | <u>ACTION ITEMS</u> | | | |
| 5.1 | <u>OWP Amendment</u>
RC Attachment | Heather
Copp, CFO | 13 | 10 minutes |
| Recommended Action: Recommend that the
Regional Council Approve Amendment. | | | | |
| 5.2 | <u>5313 (b) Grant Submittals</u>
RC Attachment | Heather
Copp, CFO | 18 | 5 minutes |
| Recommended Action: Recommend that the
Regional Council Approve Submittals. | | | | |
| 6.0 | <u>INFORMATION ITEMS</u> | | | |
| 6.1 | <u>Regional Housing Needs Assessment</u>
(RHNA)and “House Your Own”
<u>Planning Attachment</u> | Hasan
Ikhrata,
Director, P&P | 89 | 20 minutes |
| 6.2 | <u>CFO Report</u>
RC Attachment | Heather
Copp, CFO | 27 | 5 minutes |
| 7.0 | <u>FUTURE AGENDA ITEMS</u> | | | |
| Any Committee members or staff desiring to place items on a future agenda
may make such request. Comments should be limited to three (3) minutes. | | | | |
| 8.0 | <u>ANNOUNCEMENTS</u> | | | |
| 9.0 | <u>ADJOURNMENT</u> | | | |
| The next meeting of the Administration Committee will be held at the SCAG offices on
Thursday, December 1, 2005. | | | | |



Administration Committee
October 10, 2005

Summary Minutes

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG offices, Downtown, Los Angeles. The meeting was called to order by Dennis Washburn, Vice Chair, Calabasas. There was a quorum.

Members Present

Baldwin, Harry	City of San Gabriel
Burke, Yvonne	City of Los Angeles
Garcia, Lee Ann	City of Grand Terrace
O'Connor, Pam	City of Santa Monica
Ovitt, Gary	City of San Bernardino
Pettis, Greg	City of Cathedral City
Roberts, Ron	City of Temecula
Robertson, Deborah	City of Rialto
Washburn, Dennis (Vice Chair)	City of Calabasas
Young, Toni	City of Port Hueneme

Members Not Present

Aldinger, Jim	City of Manhattan Beach
Bowlen, Paul	City of Cerritos
Dixon, Richard	City of Lake Forest
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
Lowenthal, Bonnie	City of Long Beach
Mikels, Judy	City of Simi Valley
Nelson, Larry	City of Artesia
Smith, Greig	City of Los Angeles
Tyler, Sid (Chair)	City of Pasadena

New Members

Edney, Jon	City of El Centro
Lowenthal, Bonnie	City of Long Beach
Smith, Greig	City of Los Angeles

Administration Committee
October 10, 2005

Summary Minutes

1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Dennis Washburn, Vice Chair, Calabasas, called the meeting to order at 9:16 a.m.

2.0 PUBLIC COMMENT PERIOD

None

3.0 CONSENT CALENDAR

3.1 Approval Item

3.1.1 Action Minutes of September 1, 2005

3.1.2 Contracts Over \$250,000

3.1.3 California Association of Governments (CALCOG) Membership Dues

3.1.4 National Association of Regional Councils (NARC) Membership Dues

3.2 Receive and File

3.2.1 Contracts/Purchase Orders \$5,000 to \$250,000

Motion by Pettis to approve the Consent Calendar, Seconded by Robertson, then unanimously Approved by the Committee.

4.0 ACTION ITEMS

4.1 Reimbursement for RC Travel of FY 04/05

Heather Copp, CFO, requested that funds from the current travel budget, not to exceed \$1500, be used to reimburse travel expenses for Regional Council members for the 2004/2005 fiscal year.

Motion by Baldwin to approve, Seconded by Garcia, then unanimously Approved by the Committee.

4.2 Sub-regional Indirect Cost Reimbursement Policy

Heather Copp, CFO, requested that Committee amend the sub-regional indirect costs conditions imposed by the Regional Council in 2001. Staff recommends that these requirements be eliminated as of July 1, 2006, and replaced with simplified policy conditions:

Administration Committee
October 10, 2005

Summary Minutes

- The sub-regional agency has an Indirect Cost Allocation plan approved for the subject fiscal year by Caltrans or the sub-regional agency's cognizant agency.
- Prior to seeking reimbursement for incurred indirect costs, the sub-regional agency must forward to SCAG a copy of their approved Indirect Cost Allocation Plan (ICAP).
- Sub-regions can only be reimbursed for indirect overhead in a given fiscal year if an approved ICAP is submitted to SCAG no later than 30 days after the in end of the subject fiscal year.

Motion by Robertson to approve the indirect cost policy amendment, Seconded by Roberts, then unanimously Approved by the Committee.

4.3 Sponsorship of CALSTART's 2nd 2020: California Transportation Energy Future Conference

Sylvia Patsaouras, SCAG, requested \$2000 for a clean air sponsorship. This conference will recognize leaders and their air quality related efforts. The conference is schedule for December 1st, at the Los Angeles Convention Center. This conference is pre-approved item in the SCAG budget.

Motion by Roberts to approve sponsorship, Seconded by Robertson, then unanimously Approved by the Committee.

4.4 FY 06/07 Priorities/Outcomes

Heather Copp, CFO, reviewed the matrix of priorities and outcomes with the Committee. The purpose of this exercise is to reconcile regional priorities with activities to obtain a successful outcome. Some of the feedback received by the Committee includes:

- A quarterly summary will be given to the Administrative Committee and Regional Council on the progress toward the outcomes, goals, and activities.
- Staff will directly tie the projects to the outcomes
- A monthly report will be generated for the FY 06/07 budget process that shows timelines for presentation of budget information and decisions to date.
- Staff will provide information that shows the various sub-regional activities as they relate to the Regional Council outcomes.

Motion by Young to Approve FY 06/07 Budget Outcomes, Seconded by Pettis, then unanimously Approved by the Committee.

5.0 **INFORMATION ITEMS**

Administration Committee
October 10, 2005

Summary Minutes

5.1 Monthly Financial Report

Heather Copp reported:

- 1st Quarter Report should be ready by the next meeting
- Bank Line of Credit has not been used in over a year
- KMPG has conducted annual audit and are in the process of completing the final report, and potentially approved and released by December 2005.
- Caltrans is currently conducting an OWP Audit for fiscal years 2002/2003; 2003/2004; and 2005/2005.
- WRCOG Indirect Cost Reimbursement Request meeting is tentatively rescheduled for November 10, 2005.
- New Format – Administrative Items to the Regional Council is now submitted under consent to expedite the process.

5.2 CFO Report

See Monthly Financial Report

6.0 FUTURE AGENDA ITEMS

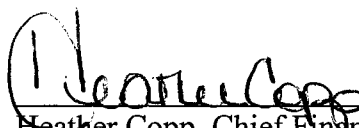
- Deborah Robertson suggested a workshop to discuss regional needs framework for RHNA

7.0 ANNOUNCEMENTS

8.0 ADJOURNMENT

Hon. Dennis Washburn adjourned meeting at 10:50 a.m. The next meeting of the Administration Committee will be held at SCAG on Thursday, November 3, 2005.

Summary Minutes Approved by:



Heather Copp, Chief Financial Officer
Staff to the Administration Committee

MEMO

DATE: November 3, 2005

TO: Administration Committee

FROM: Hasan Ikhata, P&P Director and Heather Copp, CFO

SUBJECT: Regional Housing Needs Assessment (RHNA) and "House Your Own" Planning

SUMMARY:

Last month, it was requested that there be a discussion regarding how we are going to pay for the work related to the next RHNA cycle. Staff is asking for that discussion to be postponed until December for the following reason. The CEHD committee will be discussing and asked to approve a new approach for the 2007 RHNA at their November 3rd meeting. Staff feels that discussing the RHNA approach and funding with the Administration Committee prior to the CEHD meeting would be inappropriate.

BACKGROUND:

SCAG's focus will be to develop a policy based rather than statistically based RHNA that emphasizes the use of improved growth data locally to help subregions and communities "house their own" and identify priority investment zones where incentives may be targeted to encourage additional housing development. Approval of this approach by the State would supersede the use of AB 2158 as the underpinning for the 2007 RHNA. CEHD will review, discuss, and approve this item at its November 3rd meeting. Various funding options will be discussed in December with the Administration Committee.